

**Job Title:** Administrative Assistant (2 Positions)

**Location:** Minto Park, Kolkata

**Reporting To:** CFO

**Experience:** 04 - 07 Years

**Remuneration:** 3 - 4 Lacs PA

**Position Overview:**

An Administrative Assistant is responsible for providing administrative support to ensure the smooth and efficient operation of an office. This role requires excellent organizational, communication, and multitasking skills. The Administrative Assistant will manage a variety of office duties, handle incoming communications, and assist with clerical tasks as directed by senior management.

**Key Responsibilities:**

- **Office Support:**
  - Perform general office duties such as filing, sorting, and organizing documents.
- **Communication Management:**
  - Answer phone calls, emails, and direct inquiries to the appropriate department or individual. Handle correspondence and schedule meetings.
- **Scheduling and Calendar Management:**
  - Coordinate appointments, meetings, and events for senior management or teams. Ensure all necessary materials are prepared and available.
- **Data Entry and Documentation:**
  - Maintain and update records, databases, and files. Prepare reports and presentations as needed.
- **Administrative Tasks:**
  - Order office supplies and manage inventory, ensuring that the office runs efficiently.
- **Customer Service:**
  - Greet visitors and clients, providing a professional and courteous first impression of the company.
- **Financial Support:**
  - Assist with processing invoices, expense reports, and budgeting tasks, ensuring accuracy and timeliness.

- **Confidentiality:**
  - Handle sensitive and confidential information with discretion.
- **Project Assistance:**
  - Assist in various projects, providing administrative support and ensuring deadlines are met.
- **Vendor Management:**
  - Should be well versed with the vendor management and should know to handle them.

**Skills and Qualifications:**

- High school diploma or Bachelor's degree preferred).
- Proven experience as an Administrative Assistant or in another clerical or office role.
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook) and other office software.
- Strong written and verbal communication skills.
- Ability to prioritize tasks and manage time effectively.
- Excellent attention to detail and problem-solving skills.
- Strong interpersonal skills and the ability to work effectively in a team.
- Ability to maintain confidentiality and handle sensitive information.
- Knowledge of office equipment (e.g., copiers, scanners, phone systems).

**Preferred Qualifications:**

- Experience with office management tools (e.g., Google Workspace, Excel).
- Should be tech friendly.

**Working Conditions:**

- Full-time, Monday through Saturday (flexible hours may be required).